

MINUTES
Board of Trustees
Barrington Public Library
Thursday, September 15, 2011
Library Board Room
281 County Road, Barrington RI 02806

Members Present: Tom Flanagan, Cindy Kaplan, Dan O'Mahony, Judy Ryan, Vince Wicker

Presiding: Vince Wicker

Also Present: Debbie Barchi, Director

Meeting brought to order at 7:05 p.m.

Minutes from the June 9, 2011, meeting were approved (motion by Kaplan).

Financial Reports:

June, July, and August reports were reviewed. The Director explained the accounting of certain items at the start of the fiscal year. A \$10K drop in fines revenue was noted; this was attributed to email notifications that are sent to patrons reminding them of books that soon will be due. (Revenue from fines goes directly to the Town and does not impact the library's budget.) Ocean State Library will offer patrons the option to pay fines via credit card; the hope is that this will increase fine collections.

Statistical Reports:

June, July, and August reports were reviewed. It was noted that the library's nearly 14K registrants represent about 75% of the eligible Town population (extremely high for public library use).

Director's Report:

A number of board members commented on their good impressions of the Volunteers' breakfast; the library staff were very creative with their presentations, and a strong sense of camaraderie was evident among all the staff. It was suggested that the 2012 breakfast be held in May.

The Director explained the need for a generator in the building for emergency situations; with no electricity, the library's water, etc. were all not working after Hurricane Irene. Town Hall had a generator and was able to open on the Monday after the hurricane to provide services. Library staff, however, were sent home on Monday because of no power. A request has been submitted for a Peck Center generator for the capital budget. The library also needs a new elevator (capital request). Town decisions on capital projects will be finalized by March.

A sexual assault was reported outside the Peck Center on August 23. Staff have been reminded not to park in the back or go there late at night alone.

The annual Friends of the Library meeting will be on October 16 at 2pm. Rob Dimmick will perform a one-man show of Abraham Lincoln.

The list of library holiday closings (previously approved) was distributed.

Agenda for October 20 Meeting:

New business:

Begin process for Director's performance review

The meeting was adjourned at 7:48 p.m.

Respectfully submitted,
Dan O'Mahony, Secretary
Barrington Public Library Board of Trustees

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Meeting brought to order at 7:48 p.m.

Minutes from the June 9, 2011, meeting were approved as amended (motion by Kaplan).

Financial Reports:

June, July, and August Coastline financial reports were distributed for informational purposes.

The treasurer reported current balance of \$6,777.83 in the corporate checking account.

We have 3 accounts; the treasurer expressed a desire to close one account (originally intended for Champlain grant money but no grant was received) and roll the funds into another account, since the service charge fee is eroding the account balance. Treasurer Flanagan made a motion to transfer the Champlain account funds into the general corporate account and close Champlain account; (O'Mahony second) approved.

The treasurer reported that his initial research revealed that the IRS has no minimum requirement for fundraising obligations in order to maintain tax-exempt status. The corporation's accountants are still filing taxes from last year, so we have not pursued this issue with them at this time. The investigation regarding risks and obligations with respect to fundraising as it relates to tax-exempt status is ongoing.

Also, there is no requirement to disburse a pre-defined amount from each named account; i.e., we do not have to pay out of each account every year. It was suggested that disbursements should be driven by library needs/requests rather than the perceived need to spend money out of named accounts. Criteria/policy should be established for the minimum threshold amount necessary to continue accounts on the books (i.e., once the balance falls below the minimum threshold, we discontinue the named account).

The debit card account is being used for expenses that generally would be paid from discretionary (unrestricted) funds. The treasurer will be authorized to transfer funds online to increase the debit card balance to \$500.

Funds from the Coastline account that have been approved for disbursement should be moved to checking/debit. It is desirable to maintain a safe zone of \$8K-\$10K in the checking account.

We will schedule a meeting with Coastline fund managers for the November meeting.

Treasurer Flanagan's one-year term of appointment on the Board is expiring. The Director will investigate the process for renewal of appointment of Board members.

It is anticipated that the Board will transition to rely more on pro bono services of an accountant to manage the corporation's accounts. This will permit a different level of involvement for the Board Treasurer (more oversight than direct management). The Director and the Board expressed their sincere appreciation to Tom for his yeoman's work in managing the accounts this past year.

Old Business:

a) Fundraising strategies:

The Director reported on her meeting with Katherine Taylor, Westerly Public Library Director. WPL has a large endowment. They have had successful experiences raising money through annual appeals. Ms. Taylor will share sample letters. During a campaign, it is necessary to create and maintain a database of donors; it is important to identify a purpose for fundraising and set a target amount. Activities such as silent auctions and program events help to build and steward relationships but tend to yield less direct fundraising. A new trustee at WPL is a retiring college development officer who offered to talk with us at a future meeting.

A long-range fundraising goal for BPL is capital renovation. A short-term goal is to support annual needs. The Director suggested that we may ultimately need to hire someone to consult with us on how to plan for and implement a successful fundraising strategy.

The elevator replacement was suggested as a possible project for a starter appeal drive (target amount of approximately \$80K).

New Business:

None

Agenda for October 20 Meeting:Old business:

a) Fundraising

New business:

a) To be determined

The meeting was adjourned at 8:43 p.m.

Respectfully submitted,
Dan O'Mahony, Secretary
Barrington Public Library Corporation